DOCUMENT RESUME

ED 234 247 CE 037 023

TITLE	Contacting an Employer. Cooperative Occupational Education, Unit 8. Instructor Material and Student Material.
INSTITUTION	Missouri Univ., Columbia. Instructional Materials Lab.
SPONS AGENCY	Missouri State Dept. of Elementary and Secondary Education, Jefferson City. Div. of Vocational Education.
PUB DATE	83
NOTE	34p.; For related documents, see CE 037 015-035.
AVAILABLE FROM	Instructional Materials Laboratory, University of Missouri - Columbia, 10 Industrial Education Building, Columbia, MO 65211 (Instructor material for entire set: SN-31-I, $25.00; Complete set of student material: SN-31-S, $15.00. Packets not available separately).
PUB TYPE	Guides - Classroom Use - Materials (For Learner) (051) -- Guides - Classroom Use - Guides (For Teachers) (052)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Behavioral Objectives; *Career Education; Competency Based Education; *Cooperative Education; Curriculum Guides; Instructional Materials; *Job Application; Learning Activities; *Portfolios (Background Materials); Secondary Education; Transparencies; Vocational Education
IDENTIFIERS	*Special Needs Students

ABSTRACT

This unit, one in a series of packets of teacher and student materials for cooperative occupational education (COE) designed for special needs students, is intended to introduce students to three common methods used to contact prospective employers and to prepare them to make the initial contact. Each unit will probably require more than a single period of instruction. Instructor materials include performance objectives (unit and specific objectives), suggested activities for teacher and students, supplemental activities, a list of instructional materials included in the unit and additional references, information topic sheets, a key to the unit review, and transparency masters. Contents of the package of student materials are unit objectives, information topic sheets (one sheet for each topic covered in the unit), assignment sheets for each information topic, and a unit review. This unit provides material on four information topics: getting ready to contact an employer, preparing a personal data sheet, preparing a personal data card, and finding ways to contact employers. (YLB)

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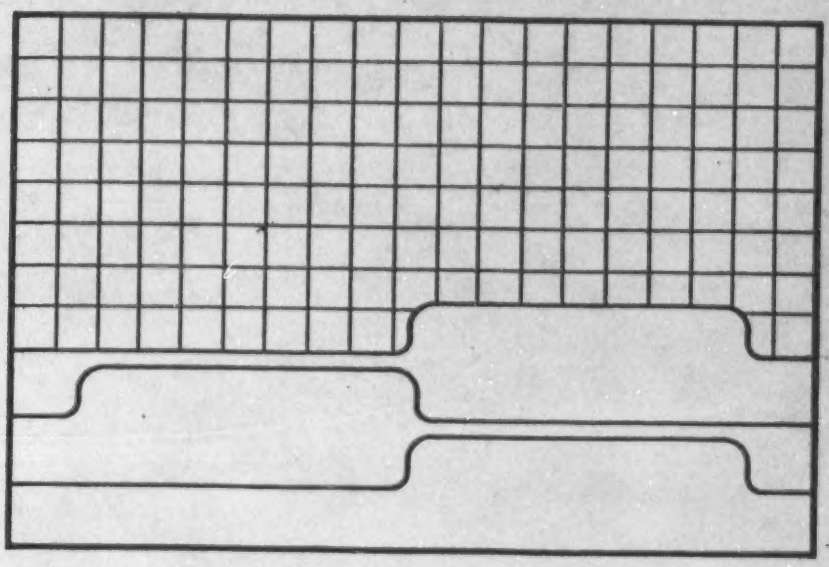
ED234247

Cooperative Occupational Education

Instructor Material

and Student Material

Unit 8
Contacting An Employer



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INSTRUCTOR

COURSE TITLE - COOPERATIVE OCCUPATIONAL EDUCATION

SECTION C - OBTAINING A JOB

UNIT 8 - **CONTACTING AN EMPLOYER**

UNIT OBJECTIVES

This unit will introduce students to three common methods used to contact prospective employers and will prepare them to make the initial contact.

SPECIFIC OBJECTIVES

1. Select three important things to do before contacting an employer about a job.
2. Recognize six major parts of a personal data sheet (resume).
3. Prepare a personal data card to carry with you when contacting employers.
4. List three ways to contact an employer and demonstrate the ability to contact an employer by telephone.

SUGGESTED ACTIVITIES

I. Instructor

A. Prepare transparencies (TM 8-1, TM 8-2, TM 8-3, TM 8-4).

B. Discuss objectives.

C. Discuss Information Topics (IT 8-1, IT 8-2, IT 8-3).

D. Discuss Assignment Sheets (AS 8-1, AS 8-2, AS 8-3).

E. Set up practice phone call activity. Obtain telephones from the school office or the telephone company, if possible. Go over HO 8-1; Telephone Procedure for Practice Phone Calls with the students. Divide the class into groups of three, with one student acting as the caller and one as the employer. Have the third group member evaluate the caller. The evaluator should check "Yes" or "No" beside each item on the evaluation sheet, as appropriate. Either the instructor or the evaluator should tally the points accumulated. Instruct the group to change roles after each practice call so each student has been caller, employer, and evaluator. Collect the evaluation sheets and determine if each caller's performance was satisfactory.

(NOTE: You may wish to do this activity in other ways, depending on class size, experience, etc. The instructor could act as the employer and/or evaluator for each practice call; if there are phone jacks in the classroom, the calls could be made from the office to the classroom, etc.)

F. Administer and evaluate unit review.

II. Students

A. Read and discuss unit objectives.

B. Read and discuss Information Topics.

C. Complete and review Assignment Sheets.

D. Prepare Personal Data Sheets and cards.

E. Make practice phone calls.

F. Complete unit test.

INSTRUCTIONAL MATERIALS

I. Included in this unit

A. Objective sheet

B. Information Topic sheets

1. IT 8-1: What You Should Know About: Getting Ready to Contact an Employer

2. IT 8-2: What You Should Know About: Preparing a Personal Data Sheet

3. IT 8-3: What You Should Know About: Preparing a Personal Data Card

4. IT 8-4: What You Should Know About: Ways to Contact an Employer

C. Student handouts

1. HO 8-1: Telephone Procedure for Practice Calls

D. Transparency masters

1. TM 8-1: Prepare for Contact

2. TM 8-2: Personal Data Sheet

3. TM 8-3: Calling on the Telephone

4. TM 8-4: Going in Person

E. Assignment Sheets

1. AS 8-1: What You Have Learned About: Getting Ready to Contact an Employer

2. AS 8-2: What You Have Learned About: Preparing a Personal Data Sheet

3. AS 8-3: What You Have Learned About: Preparing a Personal Data Card

4. AS 8-4: What You Have Learned About: Ways to Contact an Employer

F. Unit test and key

II. References

A. Blackledge, W. L. and E. H. Blackledge. The Job You Want - How to Get It. West Chicago, IL: South-Western Publishing Co., 1983.

B. Gooch, B. G., L. Carrier, and J. Huck. Work: Pathway To Independence. Chicago: American Technical Society, 1979.

C. Hirschorn, A. A. Job Finding Kit. Olympia, WA: Employment Security Department, 1972.

D. Kirshner, J. A. How to Find and Apply for a Job. West Chicago, IL: South-Western Publishing, Co., 1982.

E. Orientation to Employment. Columbia, MO: Instructional Materials Laboratory, University of Missouri-Columbia, 1976.

F. You and Your Job Series: Supervising on the Job. Danville, IL: Interstate Printers and Publishers, Inc., 1971. (programmed learning materials, study guide)

G. You're Hired: Getting the Right Job for You. Richmond, VA: Virginia Commonwealth University Learning Center, 1972.

H. Job Orientation. Bronx, NY: Milday Publishing Co., 1973. (teacher guide, student manual, transparencies)

I. A Career for Tomorrow. American Learning Systems, Inc., 1976. (filmstrip)

J. Finding and Getting a Job. Chicago: Society for Visual Education, Inc., 1974. (filmstrip)

CONTACTING AN EMPLOYER

UNIT 8

I. Preparing to Contact An Employer (IT 8-1) (TM 8-1)

A. Planning and preparation are extremely important to an effective job search.

B. A social security card should be acquired prior to beginning the job search. Encourage all students to apply for one.

C. Because of minimum age requirements employers may require workers to have work permits.

D. Certain jobs require workers to be at least eighteen years old.

1. Truck driver

2. Elevator operator

3. Machinery operator

II. Preparing a Personal Data Sheet (Resume) (IT 8-2, TM 8-2)

A. Preparing a personal data sheet prior to contacting employers will insure that students have all the information needed to complete forms, etc.

B. Information to include on the personal data sheet (resume)

1. Personal data - name, address, telephone number, Social Security number, birthdate, height, weight, health, marital status

2. Education and training - schools and special classes attended

3. Previous employment - work experience, including company name and address, position, and dates of employment. Begin with present or most recent job.

4. Extra-curricular activities in school - club membership, offices held, sports

5. Present interests - hobbies, leisure activities

6. References - use instructors, supervisors and others who can provide information to employers.

(NOTE: Remind students to ask permission before using anyone as a reference.)

III. Preparing a Personal Data Card

A. The personal data card is a short version of the personal data sheet, or resume.

1. Information from the resume should be transferred to a 3" x 5" card or a small piece of paper that can be carried in a wallet or purse.

2. The card should be carried at all times during the job search. It is an easy way to remember information required for job applications and interviews.

B. The following information should be included on the personal data card.

1. Social Security Number

2. Education

3. School Activities

4. Previous Employment

5. Hobbies and special interests

6. References

(NOTE: Personal Data Cards can be obtained from the State of Missouri Division of Employment Security, Job Service.)

IV. Contacting an Employer (IT 8-4) (TM 9-3, TM 8-4)

A. There are three ways to contact employers.

1. Telephone

2. Letter

3. Personal visit

B. The purpose of an employer contact is to apply for a job or request an application form.

C. Telephone contacts should be made properly and courteously.

1. Callers should know what they are going to say before calling.

2. Callers should identify themselves, state their interest and request an interview and/or an opportunity to complete an application form.

3. Callers should speak clearly in a normal tone of voice.

D. A letter asking for an application form is brief.

1. It should identify the applicant, state an interest in working and ask for an application form.

2. Letters should be neat, grammatically correct, and legible (typed or printed).

E. If the employer contact is made by a personal visit, the applicant should be neat, well-groomed and dressed appropriately for the job.

F. The applicant should:

1. if possible, find out beforehand whom to talk to.

2. introduce her/himself.

3. state an interest in a job.

4. ask for an application form.

5. be prepared to answer questions which might be asked by the interviewer.

CONTACTING AN EMPLOYER

UNIT 8

KEY TO UNIT REVIEW

A. 3
4
6

B. Yes 1.
Yes 2.
Yes 3.
Yes 4.
Yes 5.
Yes 6.
Yes 7.
Yes 8.
Yes 9.
Yes 10.

C. In any order:

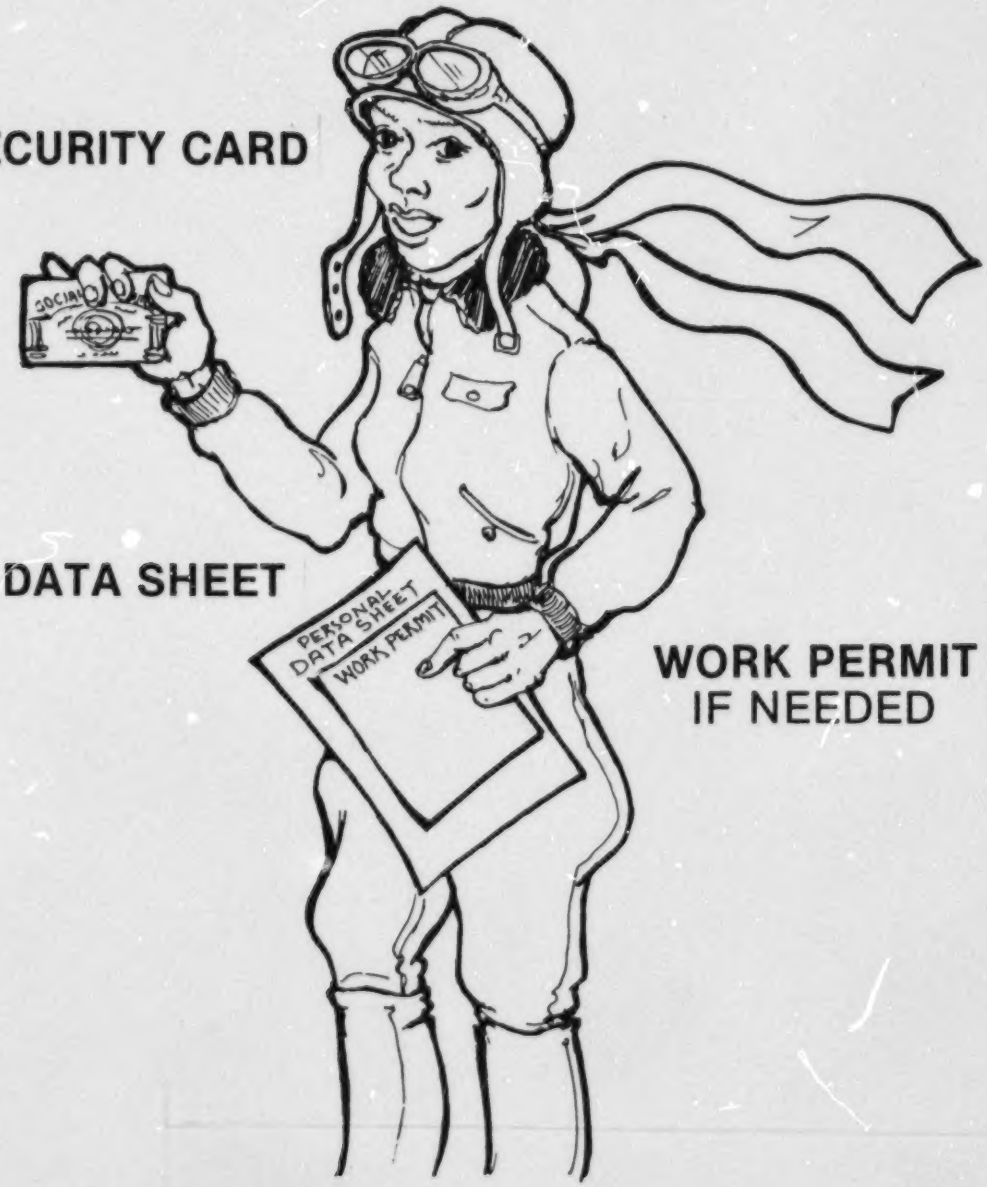
1. Telephone
2. Write
3. Go in person

Prepare For Contact

Do you have these documents BEFORE you contact an employer?

SOCIAL SECURITY CARD

PERSONAL DATA SHEET



WORK PERMIT IF NEEDED

Personal Data Sheet

Information an employer may want to know about you.

Personal Data

Name:	John Doe	Birthdate:	May 14, 1962
Address:	556 Clayborne Street	Height:	6'2"
City and State:	Clinton, Missouri 64735	Weight:	185
Telephone:	(816)885-4967		
	Social Security No:	555-55-4444	

Education and Training

Oakville High School. Entered September, 1976. Graduated June, 1980. General Education with shop courses.

Blackridge Vocational Technical School. Entered September, 1980. Graduated October, 1982. Certificate in Radio-Television Repair.

Previous Employment

Beck's Weekly Journal
Clinton, Missouri
Position: Clerk-Stock
June 1980 to September, 1980

Smith Television Repair Shop
Clinton, Missouri
Position: Helper-Delivery
Three Summer Vacations:
June 1977, 1978, 1979 to
September 1977, 1978, 1979.

Extra-Curricular Activities In School

Baseball, "ham" radio club, cross country, chorus, electronics club.

Present Interests

Electronics, softball, bowling, jogging, painting.

References

Mr. Dale T. McHale
Electronics Instructor
Blackridge Vocational School
1448 Kansas Avenue
Clinton, MO 64735
(816)885-9763

Ms. Harriet Smith
Television Repair Shop
3456 Main Street
Clinton, MO 64735
(816)885-2123

Mrs. Eileen Duncan
Beck's Weekly Jou
2222 Main Street
Clinton, MO 64735
(816)885-2694

PERSONAL
- Where you live
- Name, Birthdate, Health
- Telephone Number
- Social Security Number

EDUCATION
- Where you go to school
- Courses relating to work

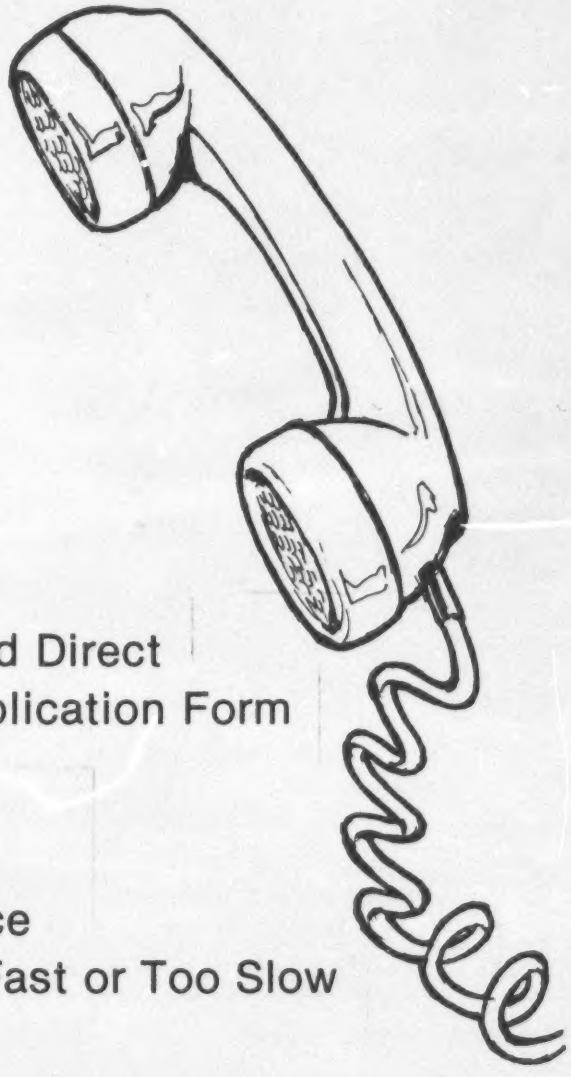
WORK EXPERIENCE
- Where and how long you have worked
- Skills acquired while working

SCHOOL ACTIVITIES
- Clubs
- Sports

INTERESTS
- Hobbies
- Activities

REFERENCES

Calling on the Telephone



What To Do First

- Prepare What to Say
- Identify Yourself
- State Your Interest
- Be Courteous, Proper and Direct
- Request Interview or Application Form

How To Properly Do It

- Use Normal Tone of Voice
- Speak Clearly, Not Too Fast or Too Slow

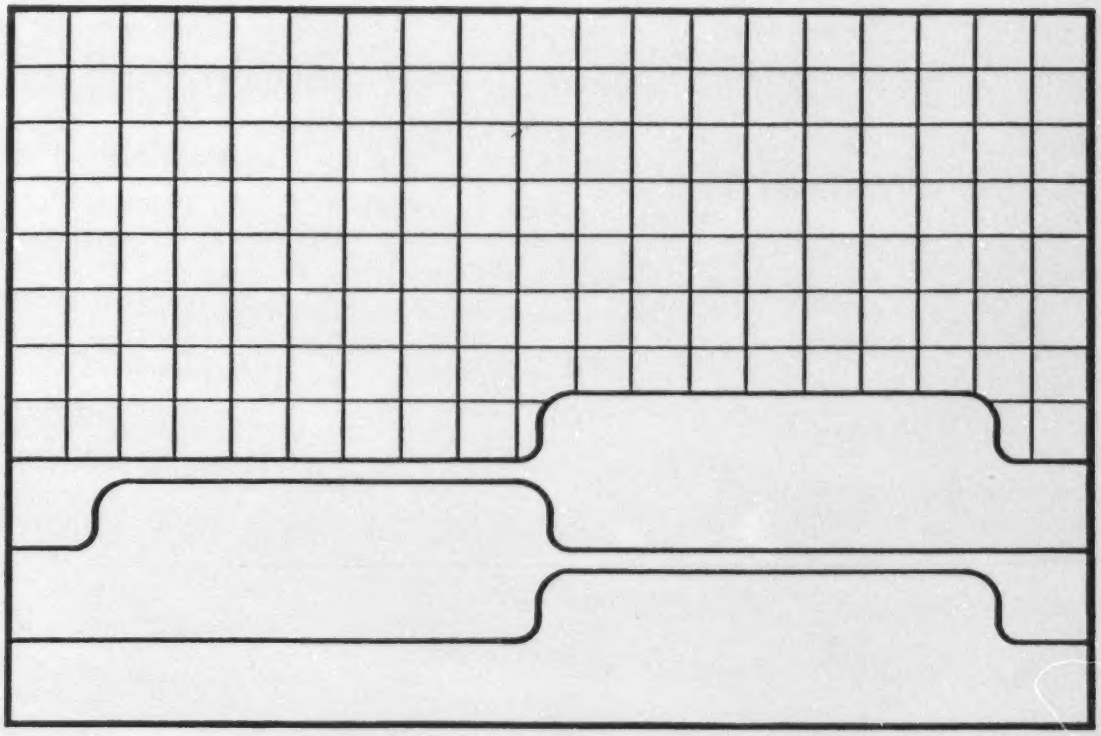
Going In Person

Which persons make a good first impression by their appearance?

Which persons look prepared for the interview? Why?

Cooperative Occupational Education
student material

Unit 8
Contacting An Employer



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Jefferson City, Missouri

Contacting An Employer

After completing this unit, you will be able to:

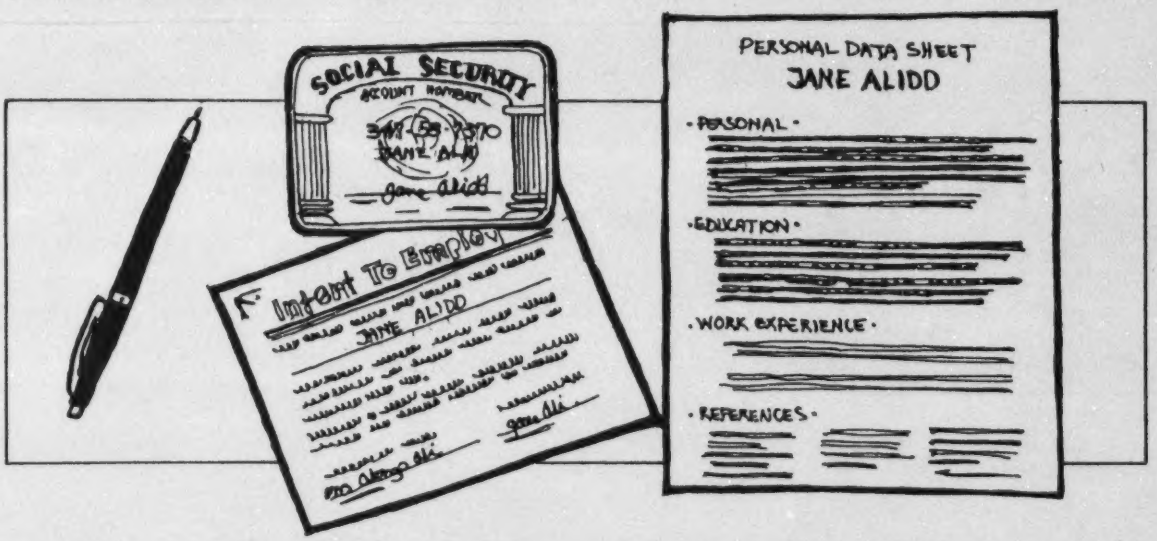
- Select three important things to do before contacting an employer about a job.
- Recognize six major parts of a personal data sheet (resume).
- Prepare a personal data card to carry with you when contacting employers.
- List three ways to contact an employer and demonstrate the ability to contact an employer by telephone.

Introduction

This unit shows you three different methods for contacting employers. Much of the unit shows you how to prepare for contacting employers by preparing a personal data sheet (resume), getting a social security card and any special work permits needed.

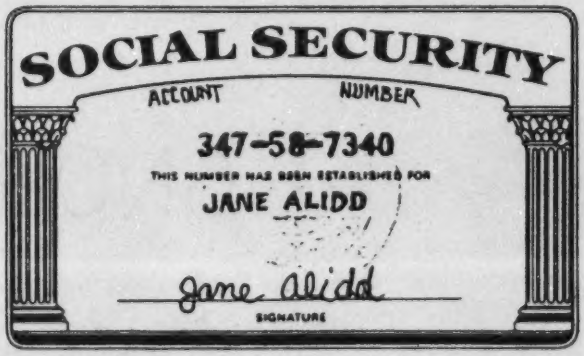
What You Should Know About
Getting Ready to Contact an Employer

Before you contact an employer about a job, you should prepare yourself for actually getting the job. You need to make sure you have everything you need to be hired.



Do you have a Social Security number? Will you need a work permit or an Intent to Employ form?

Before you begin a job you need a Social Security number. Below is a sample Social Security card. When you apply for a Social Security number you receive a card with your number. You are the only person with that number.



If you don't have a Social Security number you should apply for one. There should be a Social Security Office close to you where you can get an application form. In Unit 10, you will practice filling out a Social Security Number application.

DEPARTMENT OF HEALTH AND HUMAN SERVICES
SOCIAL SECURITY ADMINISTRATION

Form Approved
OMB No. 0960-0066

FORM SS-5 — APPLICATION FOR A SOCIAL SECURITY NUMBER CARD
(Original, Replacement or Correction)

MICROFILM REF. NO. (SSA USE ONLY)

Unless the requested information is provided, we may not be able to issue a Social Security Number (20 CFR 422.103(b))

INSTRUCTIONS TO APPLICANT ▶ Before completing this form, please read the instructions on the opposite page. You can type or print, using pen with dark blue or black ink. Do not use pencil.

NAA / NAB	NAME TO BE SHOWN ON CARD	First	Middle	Last
1	FULL NAME AT BIRTH (IF OTHER THAN ABOVE)	First	Middle	Last
ONA	OTHER NAME(S) USED			
STT 2	MAILING ADDRESS	(Street/Apt. No., P.O. Box, Rural Route No.)		
CTY STE ZIP	CITY		STATE	ZIP CODE

CSP **3** CITIZENSHIP (Check one only)
- ☐ a U.S. citizen
- ☐ b Legal alien allowed to work
- ☐ c Legal alien not allowed to work
- ☐ d Other (See instructions on Page 2)

SEX **4**
- ☐ MALE
- ☐ FEMALE

ETB **5** RACE/ETHNIC DESCRIPTION (Check one only) (Voluntary)
- ☐ a Asian, Asian-Amer. a... Pacific Islander (Includes persons of Chinese, Filipino, Japanese, K...rean, Samoan, etc., ancestry or descent)
- ☐ b Hispanic (Includes ...persons of Chicano, Cuban, Mexican or Mexican-American, Puerto Ric..., South or Central American, or other Spanish ancestry or descent)
- ☐ c Negro or Black (not Hispanic)
- ☐ d North American Indian or Alaskan Native
- ☐ e White (not Hispanic)

Social Security is the government retirement system. It will pay you money when you retire or can no longer work.

If you are under 16, you will need to take an Intent to Employ form to your employer. Talk to your teacher or counselor about how to get one.

What You Have Learned About
Getting Ready to Contact an Employer

Directions: Below is a list of words. Choose the word that best completes each statement.

Social Security	Retire
Intent to Employ	Prepare

1. Before you contact an employer about a job you need to _____ yourself.

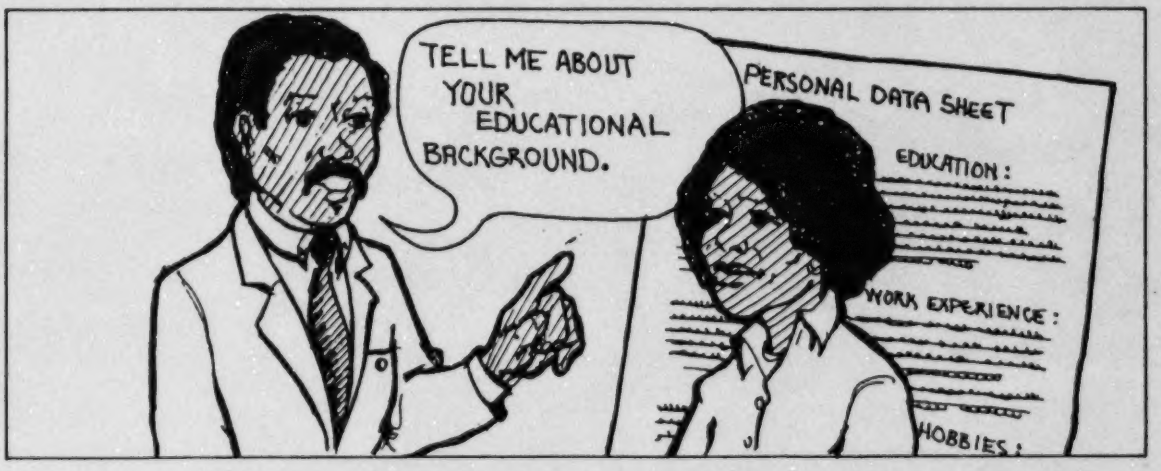
2. Social Security will pay you money each month when you _____ .

3. If you are under 16 years of age, before you go to work you will need an _____ _____ _____ form.

4. Before you go to work you must have a _____ _____ number.

What You Should Know About
Preparing a Personal Data Sheet (Resume)

When you contact an employer about a job you will probably have to provide some information about yourself.



The best way to provide this information is to develop a personal data sheet. Another word for a personal data sheet is resume.

Your personal data sheet will include:

1. personal data (name, address, etc.),
2. education,
3. your work experience,
4. extra-curricular activities,
5. interests or hobbies, and
6. references.

SAMPLE PERSONAL DATA SHEET

Personal Data

Name:	John Doe	Birthdate:	May 14, 1962
Address:	556 Clayborne Street	★Height:	6'2"
City and State:	Clinton, Missouri 64735	★Weight:	185
Telephone:	(816)885-4967		

Social Security No: 555-55-4444

Education and Training

Oakville High School. Entered September, 1976. Graduated June, 1980. General Education with shop courses.

Blackridge Vocational Technical School. Entered September, 1980. Graduated October, 1982. Certificate in Radio-Television Repair.

Previous Employment

Beck's Weekly Journal
Clinton, Missouri
Position: Clerk-Stock

June, 1980 to September, 1980

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Clinton, Missouri
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Three Summer Vacations:
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September 1977, 1978, 1979.

Extra-Curricular Activities In School

Baseball, "ham" radio club, cross country, chorus, electronics club.

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Electronics, softball, bowling, jogging, painting.

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(816)885-9763

Ms. Harriet Smith
Television Repair Shop
3456 Main Street
Clinton, MO 64735
(816)885-2123

Mrs. Eileen Duncan
Beck's Weekly Journal
2222 Main Street
Clinton, MO 64735
(816)885-2694

*Optional

What You Have Learned About
Preparing a Personal Data Sheet (Resume)

Directions: Use the attached sample personal data sheet to develop your own personal data sheet. Make sure your data sheet contains the same kinds of information as the sample.

Personal Data

Name: _____ Birthdate: _____

Address: _____ *Height: _____

City and State: _____ *Weight: _____

Telephone: _____

Social Security No.: _____ _____ _____

Education and Training

_____ _____

_____ _____

_____ _____

_____ _____

Previous Employment

_____ _____

_____ _____

_____ _____

Extra-Curricular Activities in School

_____

_____

Present Interests

_____

_____

References

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

*Optional

What You Should Know About
Preparing a Personal Data Card

It is a good idea to put a short version of your resume on a 3" x 5" card or small piece of paper. You can carry this personal data card with you when you are looking for a job.

It will be an easy way to remember all the information you need when you fill out job application forms or have interviews.

The sample personal data card below shows the information you should include.

Education
OAKVILLE HIGH SCHOOL
School
512 N. MAIN
CLINTON, MO 64735
Address
SEPT 1976 - MAY 1980
Dates
BLACKRIDGE VO-TECH SCHOOL
School
1498 KANSAS AVENUE
CLINTON, MO 64735
Address
SEPT 1980 - OCT 1982
Dates

Previous Employment
(include summer and part-time)
BECK'S WEEKLY JOURNAL
Name of Employer
2222 MAIN ST.
CLINTON, MO 64735
Address
CLERK - STOCKER
Job Title
JUNE 1980 - SEPT. 1980
Dates

SMITH TV REPAIR
Name of Employer
3456 MAIN ST.
CLINTON, MO. 64735
Address
HELPER - DELIVERY
Job Title
SUMMER VACATIONS
JUNE 1977, 78, 79
SEPT 1977, 78, 79
Dates

Social Security Number 565 - 55 - 4444

BASEBALL, RADIO CLUB, CROSS-COUNTRY
CHORUS, ELECTRONICS CLUB,
School Activities
ELECTRONICS, SOFTBALL, BOWLING,
JOGGING, PAINTING
Hobbies and Special Interests

References
DALE MCHALE
Name
BLACKRIDGE VO-TECH SCHOOL
1498 KANSAS AVE. CLINTON, MO 64735
Address
816 / 885-9963
Telephone No.

MS. HARRIET SMITH
Name
3456 MAIN ST.
CLINTON, MO 64735
Address
816 / 885-2123
Telephone No.

EILEEN DUNCAN
Name
2222 MAIN ST.
CLINTON, MO 64735
Address
816 / 885-2694
Telephone No.

What You Have Learned About
Preparing a Personal Data Card

Use the information from your personal data sheet (resume) to fill out this data card. Carry it with you when you are contacting employers.

Education

School

Address

Dates

School

Address

Dates

Previous Employment
(include summer and part-time)

Name of Employer

Address

Job Title

Dates

Name of Employer

Address

Job Title

Dates

Social Security Number _____ __ _____

School Activities

Hobbies and Special Interests

References

Name

Address

Telephone No.

Name

Address

Telephone No.

Name

Address

Telephone No.

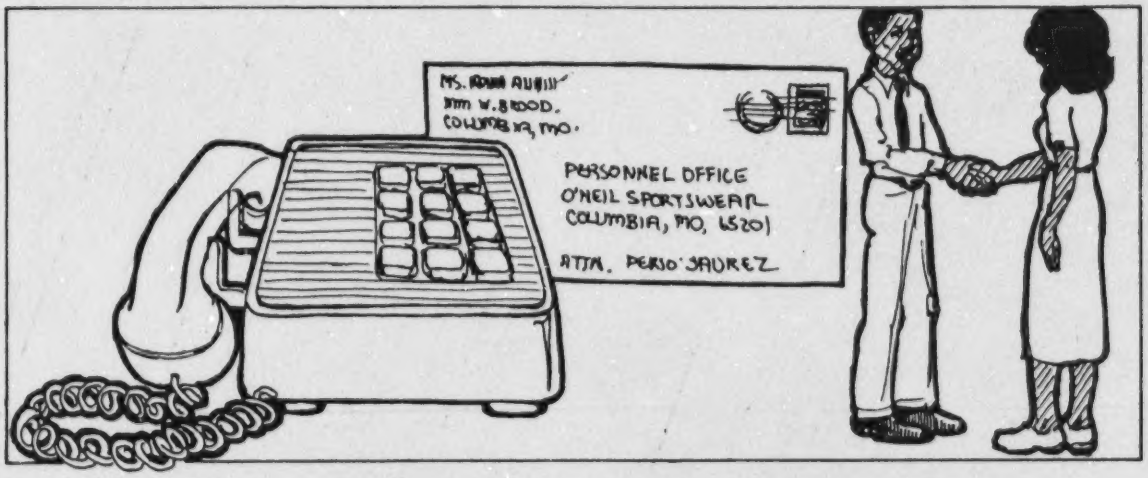
What You Should Know About
Ways to Contact an Employer

Now you are prepared to contact employers.

When you first contact an employer you will be either:

Applying for a job or asking for an application form.

There are three common ways to contact employers: by telephone, by writing a letter, or by going in person.

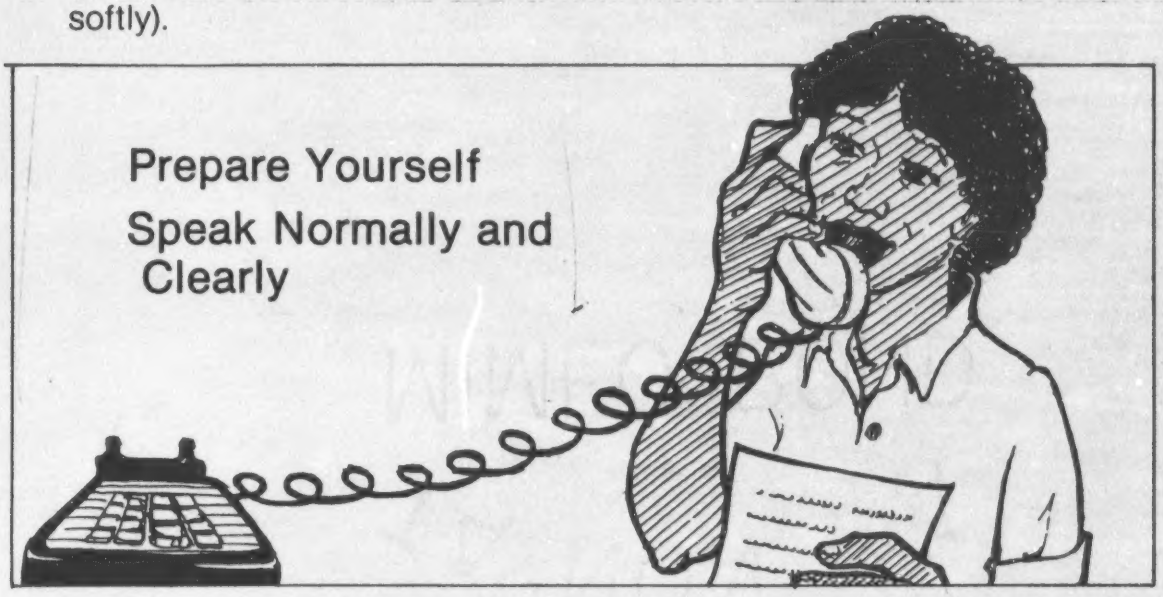


If you telephone an employer remember to:

- Tell who you are.
- Say you are interested in a job and identify the job.
- Ask to come in to apply for a job or have an application form sent to you.

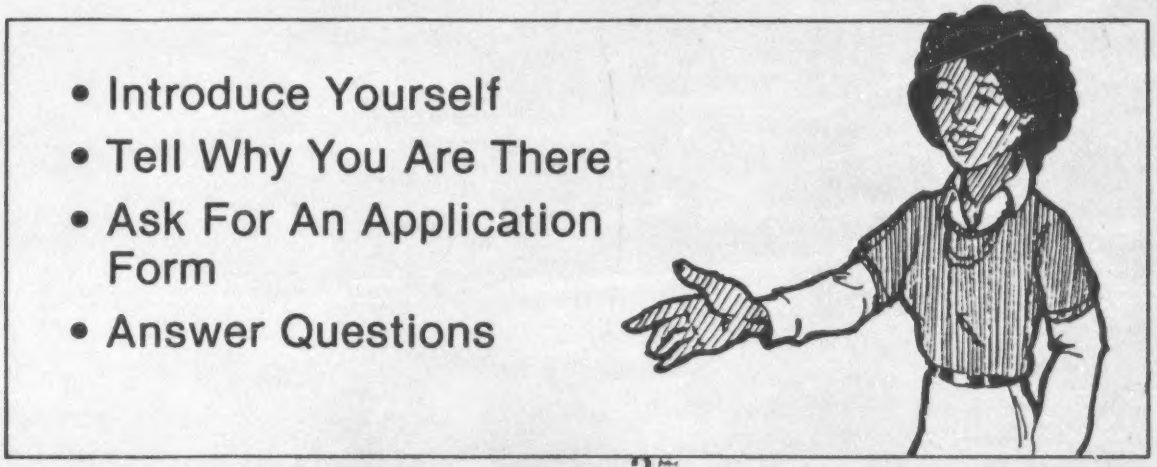
Be sure to:

- Prepare yourself before you call. Know what you will say.
- Speak clearly and in a normal tone of voice.
- Speak slowly enough to be easily understood (not too loudly, or too softly).



You can contact an employer in person. The correct way is to:

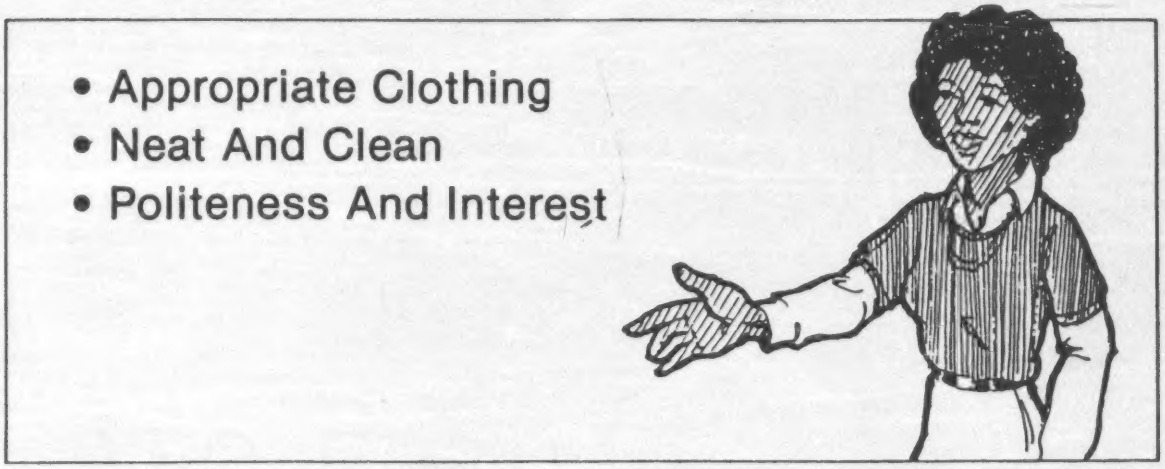
- Introduce yourself.
- Tell the person you meet that you would like to apply for a job. If you are answering an ad tell what job you want to apply for.
- Ask for an application form.
- Be prepared to answer questions about yourself.



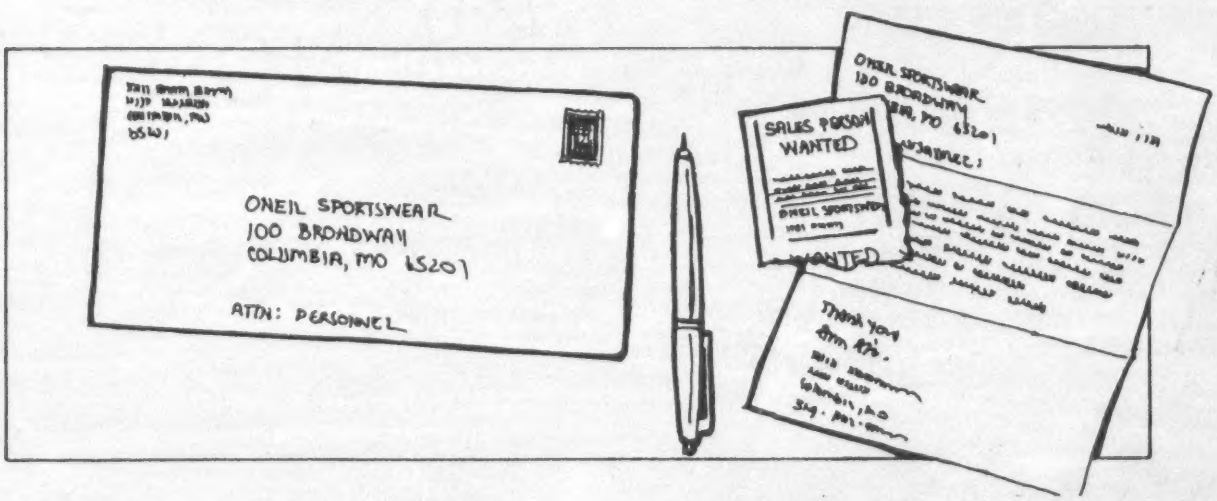
8-11

How you present yourself is an important part of contacting an employer in person.

- Dress properly. Appropriate dress will be determined by the type of business. An employer will be impressed if you are neat and clean.
- Be polite. Address the person by her or his name. Thank the persons for their time and consideration. Ask questions and express interest.



The third way to contact an employer is by writing a letter. You can use a letter to ask for an application form or you can write a letter of application. In Unit 9 you will learn how to write a letter of application.



A letter asking for an application form is short. Write that you are interested in a job with that particular company and ask for an application form.

After you receive the form, complete it and return it to the employer.

Telephone Procedures for Practice Calls

A. Ask for the person you wish to speak to.
   1. Identified in ad
   2. Personnel Manager

B. Introduce yourself.

C. Explain why you are calling.
   1. In response to an ad
   2. Someone told you about a job.
   3. To request an application form or interview

D. Briefly mention your qualifications.

E. Answer questions asked by the employer.

F. Ask questions about the job.
   1. Address of business
   2. Hours
   3. Name of person to contact
   4. Type of work
   5. When to go to apply or pick up an application
   6. Pay

G. Write down the information received in response to your questions.

H. Speak clearly and normally.

I. Be courteous.

SAMPLE LETTER ASKING FOR AN APPLICATION FORM

285 Broadway
Columbia, MO 65201
May 17, 1983

O'Neil's Sportswear
305 Main Street
Columbia, MO 65202

I am presently a senior at Columbia High School. I am in the Cooperative Occupational Education program.

I am interested in retailing and would like to work in a high quality store like yours. Please send me an application form so I may be considered for any openings you might have. Thank you.

Sincerely,

John Jones

What You Have Learned About **Ways to Contact an Employer**

A. DIRECTIONS:
Work in groups of three. Make a practice phone call to one classmate who acts as an employer, and you as the person seeking a job. The third classmate evaluates your phone call. Use the Telephone Procedures - Handout 8-1 and the Evaluation Sheet. After completing the call and being evaluated, switch roles until each person has been the job seeker.

B. Write "yes" in front of the correct statements about contacting employers.

_____ 1. A letter asking for an application form is usually short.

_____ 2. When you phone an employer, you should speak fast and loudly in case you get cut off.

_____ 3. When you contact an employer you should always introduce yourself.

_____ 4. Before you contact an employer you should be prepared because you might be hired.

_____ 5. When you contact an employer in person you should always wear old clothes so you look like you need a job.

_____ 6. When you contact an employer you should always be polite and well-manered.

_____ 7. When talking to an employer you should not ask for an application form.

_____ 8. You don't really have to know the answers to questions an employer might ask you because you will write them on the application form anyway.

EVALUATION SHEET FOR PRACTICE CALLS

Caller's Name _____

Evaluator's Name _____

Did the Caller:	Yes	No
1. Ask for person to speak to?	_____	_____
2. Identify him/herself?	_____	_____
3. Explain why s/he was calling?	_____	_____
4. State interest in a job?	_____	_____
5. Request an interview or a time to complete an application form?	_____	_____
6. Answer questions asked by employer?	_____	_____
7. Ask about:		
a. Address of business?	_____	_____
b. Hours of work?	_____	_____
c. Type of work?	_____	_____
d. Whom to see?	_____	_____
e. When to go?	_____	_____
f. Pay?	_____	_____
8. Write down information?	_____	_____
9. Speak clearly and normally?	_____	_____
10. Use good manners?	_____	_____

Evaluation - Give 5 points for each yes answer

Points Possible
75

Points earned _____

60 points is satisfactory.

Name:_____

Unit 8 Review

A. Put a check by the three most important things to do before contacting an employer.

____ 1. Get your car tuned up.
____ 2. Clean your room.
____ 3. Make sure you have a Social Security number.
____ 4. Prepare a personal data sheet or personal data card.
____ 5. Shop for new clothes.
____ 6. Get an Intent to Employ form if you need one.

B. List three ways you can contact an employer.

1._____
2._____
3._____

C. What is the first thing to do when you call an employer about a job?

_____ Ask what the job pays
_____ Ask for a job
_____ Tell who you are
_____ Set up an interview

D. TRUE or FALSE: Write T in front of each true statement about a personal data card. Write F in front of each false statement.

____1. You should send a copy of your personal data card with a job application form.
____2. Your personal data card can be a short version of your resume.
____3. You should carry your personal data card with you when you are looking for a job.
____4. Your personal data card should be an 8 1/2" X 11" piece of paper.
____5. You should list your education, work experience, and references on your personal data card.

E. Write the correct headings for each part of the personal data sheet (resume) shown here.

1. _____

Name:	John Doe	Birthdate:	May 14, 1962
Address:	556 Clayborne Street	* Height:	6'2"
City and State:	Clinton, Missouri 64735	* Weight:	185
Telephone:	(816)885-4967		

Social Security No: 555-55-4444

2. _____

Oakville High School. Entered September, 1976. Graduated June, 1980. General Education with shop courses.

Blackridge Vocational Technical School. Entered September, 1980. Graduated October, 1982. Certificate in Radio-Television Repair.

3. _____

Beck's Weekly Journal
Clinton, Missouri
Position: Clerk-Stock

June, 1980 to September, 1980

Smith Television Repair Shop
Clinton, Missouri
Position: Helper-Delivery

Three Summer Vacations:
June 1977, 1978, 1979 to
September 1977, 1978, 1979.

4. _____

Baseball, "ham" radio club, cross country, chorus, electronics club.

5. _____

Electronics, softball, bowling, jogging, painting.

6. _____

Mr. Dale T. McHale
Electronics Instructor
Blackridge Vocational School
1448 Kansas Avenue
Clinton, MO 64735
(816)885-9763

Ms. Harriet Smith
Television Repair Shop
3456 Main Street
Clinton, MO 64735
(816)885-2123

Mrs. Eileen Duncan
Beck's Weekly Journal
2222 Main Street
Clinton, MO 64735
(816)885-2694

My evaluation shows that I understand this unit and that I am ready to continue.

_____
Student Signature

The student has completed this unit to my satisfaction and is now ready to continue.

_____
Instructor Signature